



Johnson Elementary School

4101 Seneca Street, Fort Collins, CO 80526

970-488-5000

"Preparing today's child for tomorrow's world"

October 2, 2006

Dear Parents,

After the tragic situation in Bailey, Colorado, we as a staff have asked the question, "Is there anything more that we could do to make our school safer for children?" We think that the answer is yes. Therefore, as of Monday, October 9, 2006, we ask that all adults adhere to the following safety guidelines:

1. All visitors and volunteers will sign in at the main office. This includes any older siblings of students at Johnson Elementary. Visitors and volunteers **MUST** wear either a "Visitor" or "Volunteer" badge with a lanyard while they are in the school. Clip on badges from previous years are no longer allowed because the badges with lanyards are far more visible. **Please remember to sign out in the main office before leaving the building.**
2. If a Johnson staff member sees anyone in the building or on the playground who is not wearing a badge with a lanyard, that person will be asked to identify him or herself, share the reason for being on school property and will be escorted to the main office to sign in.
3. No one will be allowed to enter the building before school or during regular school hours through the exterior doors except for the students. Any visitors or volunteers who wish to enter the school, will enter through the front door and follow the sign-in procedures as described above.
4. If parents need to drop something off for their child, please bring it to the main office and we will deliver the item(s) to the student
5. Students arriving to school after the 9:00 a.m. bell will sign in at the main office. We will make sure that they get to their classroom safely.

Sadly, times have changed and we must implement safety measures that were not necessary in the past. Your support in following the above safety guidelines is greatly appreciated. The safety of your children is our utmost concern.

Respectfully yours,

Will Allen
Principal
Johnson Elementary School